

FLASH MESSAGE:

When entering a "Pre-April 1, 2003 Contract for Services", end users should enter only the balance that is left on the service contract. The total value of the contract should be recorded on the detail line of the Service Contract.

To accomplish this, once you have entered your order header and are ready to create the "detail lines" associated with the order header, you should create a detail line that is TEXT ONLY by entering a "T" in Ln Ty (Line Type). In the Description fields, enter a brief description: "Original Value of Contract was....."

This will enable anybody reviewing the contracts to see what the total value of the Service Contract was when you entered into it.

Enter Pre-April 1, 2003 Service Contract - Order Detail

OK

Cancel

Form

Row

Tools

Order Detail

Line Defaults

Order Number

502

04

10000

Business Unit

65050003

Supplier

500230

BREHMER MFG INC

Order Revision

Ship To

557767

DAS MATERIEL - STATE ...

Order Date

01/01/2003

Hold Code

Blank - Hold Codes 42/HC

Customize Grid

Grid Format Name2

Records 1 - 1

ded st	Pu. UoM	Ln Ty	Description 1	Description 2	Account Numl
		T	Original Value of Contract was	\$75,000	

Thank you!



Entering an Existing Service Contract into NIS

Overview

Within NIS, agencies have the ability to enter existing Service Contracts into NIS without going through the process of a Purchase Requisition and a Quotation Request.

This work instruction shows how to [Enter an Existing Service Contract](#) that existed prior to April 1, 2003. This is to comply with Executive Order 02-03:

4.01 Charge.

4.1 All agencies shall process and document all contracts through the Nebraska Information System ["NIS"], the statewide accounting system. The Director of the Department of Administrative Services shall specify the format and type of information for agencies to provide.

B. By no later than August 31, 2003, all agencies shall have completed entry of information onto the NIS about all contracts made prior to April 1, 2003 that are still in effect.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. State Statutes and Executive Orders provide the requirements for procuring commodities and services. Any questions regarding policy should be directed to DAS Materiel Division. It is the responsibility of the agencies to comply with State Statutes and Executive Orders.

Navigation

Purchasing > Purchasing – Statewide > Contracts for Services >
> Enter Pre-April 1, 2003 Service Contract

Steps

Enter a Pre-April 1, 2003 Service Contract

Start this instruction from the Enter Pre-April 1, 2003 Service Contract – Work With Order Headers window.

Enter Pre-April 1, 2003 Service Contract - Work With Order Headers

Order Number: [] Business Unit: []

Supplier: []

No records fetched.

Order Number	Order Type	Order Code	Supplier	Supplier Description	Order Date	Ship To	Buyer	Supplier SO
No records fetched.								

1. Click **Add**. The Pre-April 1, 2003 Service Contract – Order Header window appears.

Enter Pre-April 1, 2003 Service Contract - Order Header

Order Number: [] Business Unit: []

Supplier: [] Ship To: [] Buyer: [] Send Invoice To: []

Order Date: [] Requested: [] Scheduled Pick: [] Cancel Date: []

Print Remark: [] Description: []

Hold Code: [] Blank - Hold Codes 4294C

Approval Code: [] Retainage %: [] Ordered By: [] Order Taken By: []

Messages: []

2. Complete the following fields:

- **Address Numbers**

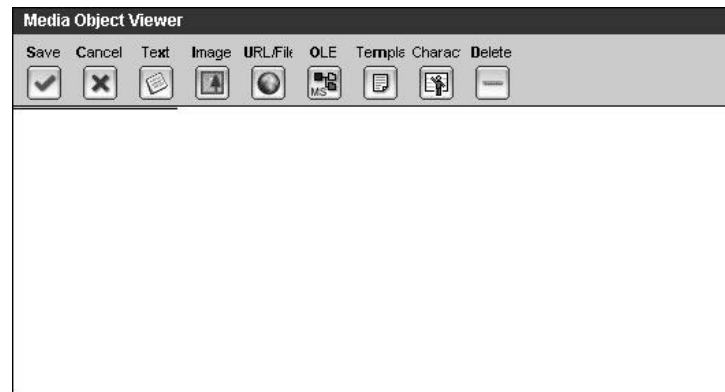
- Supplier –Address Book number of the vendor who was awarded the service contract
- Ship To – Location where services are to be performed; If multiple locations, A/B # 559783 (FACILITY, MULTIPLE ADDRESSES) can be used

- Buyer – Address Book number of the individual who is primarily responsible for this Service Contract at the AGENCY
- Send Invoice To – automatically populates but can be overridden; not required by system but necessary for vendor invoicing
- Payment Remark – "legacy contract number" or other identifying information that agency wants to enter
- Description – physical location of documents specific to this Service Contract
- **Business Unit** – BU accountable for the order – The Business Unit type should always be an "IS" – Income Statement
- **Dates** – defaults to current date – override with the current date
 - Order Date –The **beginning** date of the service contract. ****This is only for Existing Contracts ****
 - Requested – The **entry** date that this Purchase Requisition is entered into NIS. Current date defaults and can be overridden. ****This is only for Existing Contracts ****
 - Scheduled Pick – This field will not be used to identify any dates specific to the Service Contract that you are working on
 - Cancel Date – The **expiration** date of the service contract

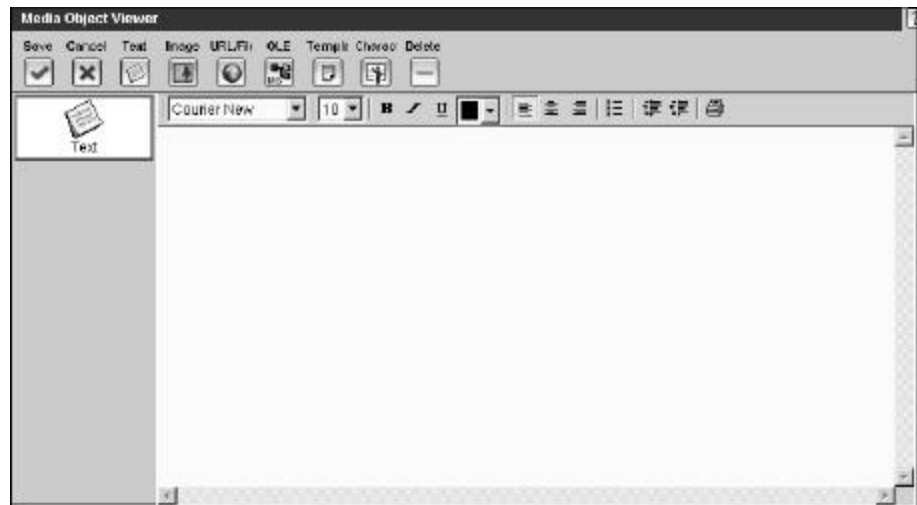


Once you have entered data in all of the fields on the Order Header, there is information that applies to the entire printed service purchasing document that needs to be entered. For free form text that will appear on a printed service purchasing document you accomplish this by entering a Text Attachment to the Order.



3. Click **Form, Attachment**. The Media Object Viewer window appears.



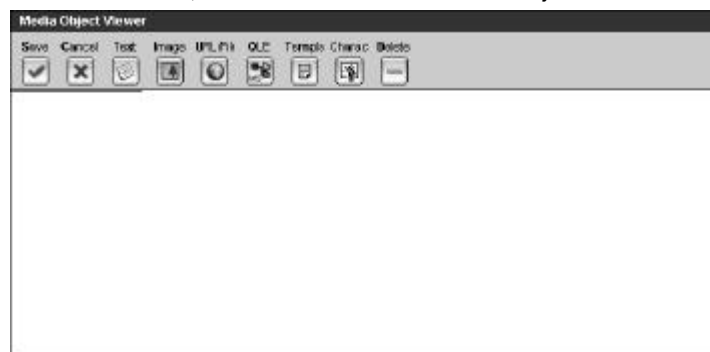
4. Click **Text**. The Text icon appears in the space on the left side of the window.



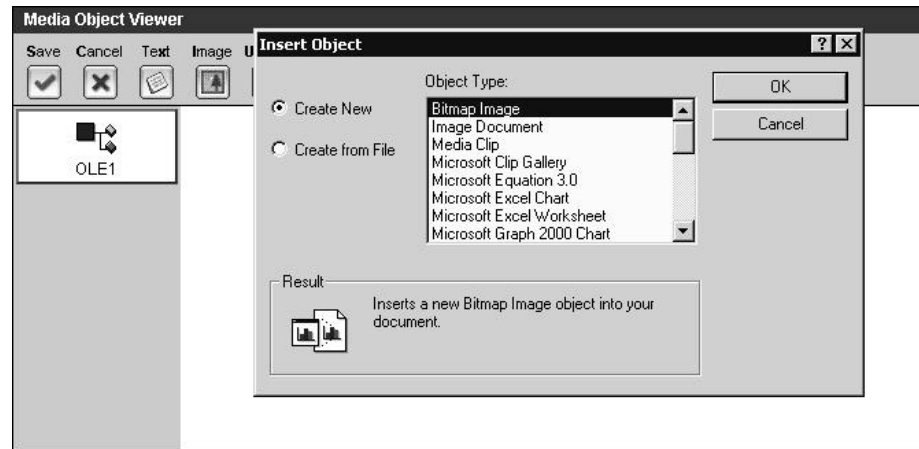
5. Click in the blank area of the window.
6. Enter the free form text desired.
7. Click **Save**. The Order Header window appears.

-  The new Order Number and Order Type will appear and should be recorded if you wish to do more work with them or facilitate searches later.
-  You may have electronic documents (Word, Excel, PDF) that are specific to your service purchasing documents. You can attach them to your NIS electronic document as an Object Linking and Embedded attachment. These *do not* print on the actual purchasing document and are separate file; however, this does provide on-line documentation tied directly to your document.

8. Click **Form, Attachment**. The Media Object Viewer window appears.



9. Click **OLE**. The Insert Object window appears.



10. Choose Create from File.

11. Click **Browse**.




12. Browse for the file that you want to attach. This can be a Word (.doc), Excel (.xls), or PDF (.pdf) file.

13. Choose the file.


14. Click **Open**.

15. Click **OK**.

-  Move the cursor/arrow to the OLE document. Double click the left mouse button to view the document.

- If another attachment is already associated with the detail line, you can select it and then return to the OLE attachment to view and revise it.

16. Click **Save**. The Order Header window appears.

-  Once you have entered attachments specific to your service purchasing document, you need to include "additional information" that is specific to your contract.

17. Click **Form, Additional Info.** The Enter Req for Service Contract (O3) – Order Header – Additional Information window appears.

The screenshot shows a web browser window titled "Enter Req for Service Contract (O3) - Order Header - Additional Information". The address bar shows the URL: <http://www.nisweb01.nis.ne.gov/jde/servlet/com.jdedwards.runtime.virtual.VCServlet>. The window has a standard Windows-style title bar and menu bar (File, Edit, View, Favorites, Tools, Help). Below the menu bar is a toolbar with buttons for Back, Forward, Home, Search, Favorites, History, and Print. The main content area contains a form with the following fields:


Print Message	<input type="text"/>	
Pricing Group	<input type="text"/>	Blank 40/PC
Freight Handling Code	<input type="text"/>	FOB Destination
Cost Rule	<input type="text"/>	Blank - Landed Costs 41/P5
Send Method	<input type="text"/>	PrintMail
Evaluated Receipt	<input type="text" value="N"/>	AIA Document <input type="checkbox"/>
Payment Terms	<input type="text"/>	Net 30 Days from Invoice Date
Supplier SO	<input type="text"/>	
Reference	<input type="text" value="Ren Opt: 3 (1 year)"/>	
Delivery Instructions	<input type="text" value="30 character free text"/>	
	<input type="text" value="30 character free text"/>	
Adjustment Schedule	<input type="text"/>	

18. Complete the following fields:

- **Reference** - Enter the **renewal options** for your service contract; for example: Ren Opt: 3 (1-year) or Ren Opt: 1 (2 year). This free form text (up to 25 alphanumeric characters) that will print on your purchasing document.
- **Delivery Instructions** - Enter the free form text (up to 30 alphanumeric characters) that you want to print on your purchasing document.



19. Click **OK**. The Order Header window appears.

20. Click **OK**. The Enter Pre-April 1, 2003 Service Contract – Order Detail window appears.

 The new Order Number and Order Type will appear and should be recorded if you wish to do more work with them or facilitate searches later.

21. Complete the following information for each detail line:

- **Inventory Number** – number represents the NIGP Commodity Code. If you need to find the applicable 5-digit code, note that all Services will be => 90000
- **Quantity Ordered** – Options include hourly rates (i.e. 40 HR if you are entering details for a work week; 80 HR if you are entering details for a bi-weekly period; 1 EA if you are entering details for a specific Deliverable.)
- **Tr. UoM** – system defaults to EA – override this with the appropriate unit of measure if necessary
- **Unit Cost** – the estimated cost per unit
- **Description 1** – enter descriptive data pertaining to the specific detail line.
- **Description 2** – enter descriptive data that you want to appear in NIS and on a Purchase Requisition or a Purchase Order, but not on a Quotation Request.
- **Account Number** – valid business unit and object account from the Chart of Accounts
- **Request Date** – Automatically populates from the "Request Date" on the Order Header. The end user should change this, if necessary, to the "Request Date" for the specific "Deliverable" for this detail line.
- **Report Code 1** – three-digit commodity classification code (from your Inventory Number)
- **Report Code 2** – two-digit commodity code suffix (from your Inventory Number)

- Other fields as required by your agency
 -  Line Attachments (both Text and OLE) can be made to each detail line of your service purchasing document.
 -  Use the down arrow on the keyboard or the green check mark to move the cursor to the next line if required.
22. Repeat entry of all Detail Lines (Step 21) until all lines of data are entered, then proceed to Step 23.
 23. Click **OK**.
 24. Click **Cancel**.
 25. Click **Close**.

SERVICE CONTRACT IS ENTERED AND YOU CAN RELEASE
PURCHASE ORDERS AGAINST IT NOW.